

# Retention and Classification Report

**Agency:** Judicial Council. Office of Guardian ad Litem (3266)

P.O. Box 140241  
Salt Lake City, UT 84114  
801 578-3848

## **Records Officer**

26591 Case files

**AGENCY:** Judicial Council. Office of Guardian ad Litem

**SERIES:** 26591

3

**TITLE:** Case files

**DATES:** 1994-

**ARRANGEMENT:** Chronological by year case is closed and thereunder alphabetical by surname.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records are created by the office of the guardian ad litem when representing minors in juvenile and district court. The files are used by these attorneys in representing their clients. Files contain various documents accumulated by an attorney in the representation of a client, such as assessments and reports, attorney research and notes, correspondence, and court pleadings.

**RETENTION:**

Retain 22 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 09/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

**APPRAISAL:**

Administrative Legal

These records have a legal value as they are created and maintained according to UCA 78-3a-912.

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(continued)

**PRIMARY CLASSIFICATION:**

Exempt UCA 78-3a-912(11)